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## **TOWN CLERK JOB ADVERTISEMENT**

*Cyngor Tref Penrhyndeudraeth are looking for a well-organized and friendly applicant for the job advertised above, which will be available, soon.*

*All applicants should be able to speak, read and write Welsh and English to a high standard.*

Outline of Job Description : administration of council meeting and minutes, maintain organization on admin of 6 assets – Minffordd Cemetary, Parc y Mileniwm, Y Neuadd Drefol, Cae Cookes, Parc Chwarae Minffordd, Maes y Parc field (the football ground), administer the town council budget and annual audit, communicate meaningfully with the public, and any other tasks which might occur.

*Working hours : 25 hours per week (FLEXIBLE)*

*LC1 Scale points 18 (£15.21 per hour) to 20 (£15.75)*

**[depending on qualifications and experience- to be discussed]**

*For more details, or if you wish to send your C.V, contact [ctpenrhyndeudraeth@gmail.com](mailto:ctpenrhyndeudraeth@gmail.com)  
or Steven Murray, council clerk: **07908 468 574***

*Or phone Siân Llywelyn (chair) on **07935 134 788** between **16.00 – 17.00hrs, Mon - Fri***